

State Agencies/Colleges and Universities Waste Reduction, Recycling and Buy Recycled Fiscal Year **2004 Annual Report**

Prepared for
The Honorable Mark Sanford, Governor
Members of the Legislature
State of South Carolina

Prepared by
S.C. Department of Health and Environmental Control's
Office of Solid Waste Reduction and Recycling
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DHEC's Office of Solid Waste Reduction and Recycling

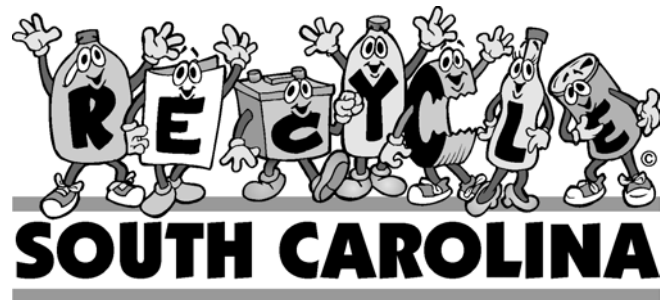
The S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office) was created by the S.C. Solid Waste Policy and Management Act of 1991 (Act). The Office provides technical assistance, education and outreach programs as well as grant funding for solid waste management issues to local governments, schools and colleges and universities.

Major projects of the Office include:

- **"Action for a cleaner tomorrow: A South Carolina Environmental Curriculum Supplement"** – "Action" is a national award-winning kindergarten through 12th grade activity-based interdisciplinary curriculum supplement that can serve as a starting place for introducing basic environmental education in the classroom.
- **Business Recycling Assistance Program (B-RAP)** – B-RAP is designed to help businesses identify better waste management practices with the goal of conserving natural resources and saving money. Services offered include site visits to assess waste reduction and recycling opportunities, research for potential markets for recovered materials and industrial by-products and identification of effective substitutes for hazardous materials. B-RAP is a partnership of DHEC and the S.C. Department of Commerce. To learn more about the program, please visit www.scdhec.gov/brap.

- **The Recycle Guys Public Awareness Campaign** – "R-E-C-Y-C-L-E... it begins with you and me" is the opening line of the Office's national award-winning public service announcements (PSAs). These animated 15- and 30-second television PSAs, first broadcast in 1997, feature the "Recycle Guys" who began their career as the Office's logo in 1992. In addition to getting the word out about recycling, the campaign has grown to include PSAs on air, water and energy. The campaign has been adopted by nine states including North Carolina, Arizona and Pennsylvania as well as the City of Denver.

For more information about these and other programs offered by the Office, visit www.scdhec.gov/recycle or call the statewide recycling hot line at 1-800-768-7348.



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Introduction

The S.C. Solid Waste Policy and Management Act of 1991 (Act) was signed into law on May 27, 1991. The Act, which is the state's first comprehensive law on solid waste management, set waste reduction and recycling goals and required local governments to keep track of waste generated and to report annually to the S.C. Department of Health and Environmental Control (DHEC). In addition, the Act established DHEC's Office of Solid Waste Reduction and Recycling (Office). The duties and responsibilities of the Office include:

- receiving funds for and disbursing funds from the Solid Waste Management Trust Fund;
- managing the Solid Waste Management Grant Program;
- promoting and assisting in the development of solid waste reduction, source separation, recycling, household hazardous materials management programs and resource recovery programs;
- maintaining a directory of recycling and resource recovery systems in the state and provide assistance in matching recovered materials with markets;
- developing and providing education programs and materials to schools as well as solid waste management professionals; and
- encouraging solid waste reduction and recycling.

The Act was amended on October 3, 2002 requiring state agencies as well as colleges and universities to measure waste reduction, recycling and buying recycled activities and report those activities to DHEC. Specifically, state agencies as well as colleges and universities must:

- measure materials being recycled;
- measure and report the purchases of recycled content products; and
- identify waste reduction practices.

The Office is responsible for compiling data from these reports and publishing the "State Agencies/Colleges and Universities Waste Reduction, Recycling and Buy Recycled Annual Report." This report is available at www.scdhec.gov/recycle.

This annual report provides information for fiscal year (FY) 2004, reflecting activities from July 1, 2003 through June 30, 2004.

Waste reduction, recycling and buying recycled are important issues and have the potential to save money, conserve natural resources and protect the environment. State government has the opportunity to serve as a model to the private sector as well as the public on how this can be done.

Executive Summary

The S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office) designed and sent a two-page annual reporting form (pages 15-16) to all 70 state agencies as well as 30 colleges/universities and other educational institutions. Sixty-nine state agencies and 30 colleges/universities and other educational institutions completed and returned the form. What were the results? State agencies, colleges and universities recycled 274,004 tons of materials in Fiscal Year (FY) 2004 – a 51 percent increase from the previous FY. In addition, state agencies reported that about 8 percent of their total purchases were for recycled content products while colleges and universities reported about 10 percent.

How did they do? Below are a few programs that may have contributed to this increase.

- U.S. Environmental Protection Agency's (U.S. EPA) WasteWise program is a free, voluntary program that has its partners set waste prevention, recycling and buying recycled goals. WasteWise is a one-stop program that is simple to do yet provides in-depth information, support and the necessary tools for organizations to meet waste reduction goals.

WasteWise, started by the U.S. EPA in 1994, provides guidance and recognition to nearly 1,400 organizations working to find practical methods to reduce municipal solid waste and improve financial performance. Any U.S. organization may join the program.

- Medical University of South Carolina (MUSC) joined U.S. EPA WasteWise program this fiscal year and was recognized with the City of Greenville and DHEC.
- The S.C. Resource Conservation Challenge is about new and improved ways for state agencies, colleges and universities as well as schools districts to conserve natural resources, protect the environment and perhaps save money in the process. The S.C. Challenge is modeled after the U.S. EPA's Resource Conservation Challenge and is customized for

South Carolina. It can be met in a variety of ways. These include beginning, improving and implementing programs on waste reduction, recycling, sustainable development and energy conservation. The following are members of the task force that regularly meets on these issues.

- ▶ Central Carolina Technical College
- ▶ Clemson University
- ▶ Greenville Technical College
- ▶ Legislative Audit Council
- ▶ Office of the Adjutant General
- ▶ Piedmont Technical College
- ▶ S.C. Commission for the Blind
- ▶ S.C. Department of Disabilities & Special Needs
- ▶ S.C. Department of Education
- ▶ S.C. Department of Social Services
- ▶ Shaw Air Force Base
- ▶ State Accident Fund
- ▶ States Ethics Commission
- ▶ University of South Carolina (USC)
- ▶ USC School of the Environment
- ▶ Winthrop University

- The Asphalt Rubber Technology Service (ARTS) is a partnership between DHEC, Clemson University and the City of Clemson. It was created for the purpose of promoting, designing and testing the use of recycled scrap tires in rubberized asphalt and other civil engineering applications. ARTS provides grant funding to S.C. cities, counties and schools for test projects, performs research to discover new uses and improves existing uses of scrap tires. ARTS also conducts training classes and seminars on the use, design, testing and construction of rubberized asphalt and other applications.

S.C. WasteWise Award Winners

The S.C. Department of Health and Environmental Control (DHEC), the City of Greenville and the Medical University of South Carolina (MUSC) in Charleston were recognized by the U.S. Environmental Protection Agency (U.S. EPA) for efforts to reduce waste, increase recycling and buy recycled products. The awards were presented at the WasteWise Annual Meeting and Awards Ceremony, in Washington, D.C., on Oct. 14-15, 2004.



guidance and recognition to the more than 1,400 organizations working to find practical methods to reduce municipal solid waste and improve financial performance. Any U.S. organization may join the program.

DHEC's Office of Solid Waste Reduction and Recycling serves as the contact for WasteWise in South Carolina. For more information on WasteWise, visit the U.S. EPA's Web site, www.epa.gov/wastewise, or call 1-800-768-7348.

DHEC received WasteWise awards as State Government Partner of the Year and Endorser of the Year. DHEC was one of only 12 organizations to receive a Partner of the Year award. The State Government Partner of the Year award acknowledges exemplary waste reduction efforts while the Endorser of the Year award recognizes efforts to encourage other organizations to reduce their waste and join WasteWise. This is the fourth year in a row that DHEC has been recognized, receiving a total of seven national awards.

"WasteWise is a one-stop program that is simple to do yet provides in-depth information, support, examples to follow and the necessary tools for organizations to meet waste reduction goals," said William W. Culler, director of DHEC's Office of Solid Waste Reduction and Recycling, which oversees the WasteWise program. "WasteWise enhances and supports our mission of promoting public health and protecting the environment. It's a perfect fit."

Culler said the City of Greenville and MUSC received Rookie Reporter Awards as first-time WasteWise reporters whose programs show outstanding potential in the areas of waste prevention, recycling and buying recycled products. MUSC received an Honorable Mention Award in the College/University Category in recognition of its on-campus efforts.

"We are excited to see the City of Greenville and MUSC recognized for their outstanding programs," Culler said. "They should be proud of their accomplishments and certainly serve as an inspiration to others."

Culler said WasteWise is a free, voluntary partnership program begun by the EPA in 1994 to provide

SUMMARIES OF AWARD-WINNING PROGRAMS*

- **S.C. Department of Health and Environmental Control: U.S. EPA's WasteWise State Government Partner of the Year and Endorser of the Year Awards** – A dual award recipient, DHEC works diligently to educate and involve its 5,309 employees in waste reduction and recycling efforts and carries the message beyond its offices to other organizations across the state.

DHEC's Office of Solid Waste Reduction and Recycling publicizes the department's efforts in various publications, including DHEC's electronic employee newsletter. Additionally, the department's Waste Reduction and Recycling Policy and Buy Recycled Policy are available on the Intranet. Both policies integrate and reinforce the WasteWise concept. DHEC's WasteWise goals are posted in copy rooms throughout its offices. One unique waste prevention activity included encouraging employees to bring reusable dinnerware and utensils to a 2003 holiday luncheon in one of its facilities, rewarding those who did with a reusable travel mug. Months later, employees are still using their mugs. In addition, DHEC employees created a throw rug from old T-shirts they brought into the office.

As the winner of the Endorser of the Year award, DHEC spreads the waste reduction message beyond its walls through several avenues, including the Business Recycling Assistance Program (B-RAP), a technical assistance

Continued on the following page

partnership that promotes waste prevention, recycling, environmentally preferable purchasing, and recycling market development to South Carolina organizations. As organizations contact B-RAP for technical assistance, DHEC encourages them to consider becoming WasteWise partners, providing WasteWise information packets, explaining the benefits, and assisting in the application process. In fact, DHEC collaborates closely with EPA through the WasteWise States Campaign to create synergy between federal and state waste reduction outreach. Additionally, DHEC was instrumental in the creation of the S.C. Resource Conservation Challenge (SC RCC). The SC RCC, modeled after the U.S. EPA's Resource Conservation Challenge, encourages publicly funded entities to save money by reducing waste and conserving energy. To launch the initiative, DHEC and other SC RCC sponsors held a kick-off workshop in May 2003 that was attended by 130 people. Tirelessly, DHEC goes the extra mile to bring the WasteWise message to South Carolina organizations and businesses.

- **City of Greenville: Rookie Reporter Award** – In 2003, the City of Greenville initiated the first phase of a business curbside recycling program, distributing bins and WasteWise flyers, Greenville recycling and source reduction information and a

piece on how to conduct a waste audit. In addition, the City of Greenville added WasteWise information to its Web site, diverted seven new materials from local landfills and conducted a recycling participation audit across the city by following recycling vehicles and counting stops. The audit team will use this information for targeted and cost-effective promotion, education and outreach.

- **Medical University of South Carolina: Rookie Reporter and Honorable Mention College/University Program Awards** – MUSC conserves natural resources with a cost-effective recycling and donation program, an impressive vermicomposting program and extensive construction and demolition debris recycling projects. The hospital donates unused items to local schools and charities, reducing disposal costs and helping the community. Internally, its four-year-old worm farm, "fed" by the university's cafeteria, transforms organic waste into nutrient-rich fertilizer. To top off its first year activities, the university conscientiously deconstructed two quadrangle buildings, sending the concrete, steel and bricks to local vendors for recycling.

*Excerpted from the "WasteWise 2004 Annual Report."

Recycling

Recycling is the collection, separating, processing and marketing of materials so they can be made into new products. The chart below shows materials and amounts recycled. Seventy-one state agencies report this year that they recycled 267,817 tons of materials; 28 colleges/universities and other educational institutions recycled 6,187 tons of materials. These numbers reflect recycling activities for Fiscal Year (FY) 2004 – July 1, 2003 through June 30, 2004.

Colleges/Universities/ Other Institutions	Tons Collected	State Agencies	Tons Collected
Paper	1,434	Paper	1,566
Newspaper	71	Newspaper	94
Magazines	21	Magazines	47
Books	43	Books	2
Cardboard	725	Cardboard	902
Phone books	20	Phone books	34
Oil	38	Oil	945
Oil filters	2	Oil filters	38
Batteries Lead/Rechargeable	3	Batteries Lead/Rechargeable	141
Yard waste	76	Yard waste	0
Food waste	0	Food waste	0
Glass	30	Glass	1
Plastic	43	Plastic	12
Aluminum/ Aluminum cans	23	Aluminum/ Aluminum cans	60
Other	2,951	Other	259,974
Steel	416	Steel	3,868
Furniture	0	Furniture	0
Pallets	37	Pallets	103
Computers	231	Computers	23
Fluorescent lights	23	Fluorescent lights	7
TOTAL	6,187	TOTAL	267,817

These numbers reflect a 51 percent increase in the amount of recyclables collected from the previous fiscal year for state agencies and colleges/universities. Fly ash is the majority of this increase as seen in the "Other" category. In this category, agencies and schools reported that the following items were being recycled: cartridges; tires; rags; utility poles; chemicals; cooking oil; ballast; antifreeze; fly ash; VHS tapes; as well as concrete and other construction and demolition debris.

Recycling programs vary. There is not one standardized method for collection. In addition, different programs collect different materials. Markets influence the types of materials collected.

The FY 2004 Reporting Form (pages 15-16), sent to state agencies, colleges/universities, did not ask for a description of the recycling programs. Instead, it asked for the materials and total amounts collected.

The S.C. Department of Corrections (SCDC) services the majority of the state agencies and some colleges/universities located in the Columbia area. SCDC picks up and delivers the collected recyclables to its recycling center where inmates sort the materials, preparing them for market. For example, all paper is sorted by type – white paper, computer paper, newspaper, magazines and mixed office paper. After the sorting, all materials are shredded, baled and delivered to a recycling vendor.

On January 31, 2004, SCDC began charging all agencies and colleges/universities for its recycling and shredding services. A service agreement was set up with each participating agency. About 37 agencies are still using SCDC services.

The S.C. Arts Commission and S.C. Employment Security Commission (S.C. ESC), however, transport their recyclables to a recycling vendor – avoiding the SCDC service fee and receiving some revenue in return. S.C. ESC has developed an easy system to process and transport its recyclables. Collection containers are placed at convenient locations throughout its building and, twice a week, the containers are emptied into large cardboard boxes called gaylords. The full gaylords boxes are then taken to a recycling vendor each Friday.

Also in the Columbia area, the City of Columbia collects office paper, aluminum cans, plastic and glass bottles from state agencies and colleges at no charge within the city limits, but does not offer shredding services. Each commodity must be collected separately and placed in a special container purchased from the city.

The types of recyclables and how they are collected may vary for state agencies, colleges and universities outside of Columbia – depending on the recycling services provided by county and city governments. Pickup services may vary as well. Some county and city recycling programs offer curbside pick up to state entities. But if curbside recycling is not an option, state agencies, colleges and universities may have to hire private haulers to collect and transport commodities to recycling centers or processors.

Recycling Guide

The following list was provided by the S.C. Department of Corrections to be used as a recycling guide for state agencies as well as colleges and universities in the Columbia area.

WHAT CAN BE PLACED IN AN OFFICE RECYCLING CONTAINER?

White Paper such as:

- Copy paper
- Envelopes (plain and window)
- Memos and letters
- Phone messages
- Fax paper
- Shredded paper

Colored or mixed paper such as:

- Sticky notes
- Legal pad paper
- Tri-color carbonless forms
- Manila folders

Paperboard such as:

- Supply boxes
- Cardstock
- Large brown envelopes
- Legal files
- Backs of legal pads
- Candy and cereal boxes

WHAT CAN BE PLACED IN CENTRALLY LOCATED RECYCLING BINS?

- Flattened corrugated cardboard

Other recyclables such as:

- Phone books (seasonal)
- Magazines
- Green/blue bar computer paper
- Newspapers
- Electrical wire
- Scrap metal, copper and brass
- Aluminum and aluminum cans
- Inkjet and laser cartridges
- #10 steel cans

DO NOT RECYCLE THESE:

- Glass
- Plastic
- Carbon paper
- Candy wrappers
- Food or food waste
- Three-ring binders
- Styrofoam cups
- Paper cups
- Napkins or tissue
- Wood
- Electronic equipment
- Small printers

Waste Reduction

Waste reduction is reducing the amount of waste generated through source reduction, reuse and other diversions. Waste reduction methods have to be identified before they can be measured. The Fiscal Year (FY) 2004 Reporting Form (pages 15-16) sent to state agencies, colleges and universities requested the types of waste reduction practices being used. The S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling is exploring ways to track, measure and report waste reduction activities.

Of the 69 state agencies and 30 colleges/universities and other educational institutions reporting, 63 state agencies and 29 colleges reported waste reduction practices. Examples of waste reduction activities include:

- making two-sided copies – consider making this a default setting on your copy machine;
- using e-mail for routine communication;
- using fax labels instead of cover sheets;
- using the clean side of used paper (e.g., fax confirmation sheets to take notes, etc.);
- limiting the number of copies of publications received – circulating one copy throughout the office;
- taking home recyclables that are not collected in office programs (e.g., plastic soft drink bottles);
- requesting minimal packaging when ordering supplies;
- reusing packing peanuts and boxes for mailing;
- setting up mulch and composting programs;
- reusing paper folders, three-ring binders and other office supplies;
- setting up a toner cartridge recycling program;
- leasing computers and other office electronics equipment; and
- placing your materials, reports and other appropriate information on your Web site and promoting the use of it.

Success Stories

- **S.C. Department of Parks, Recreation and Tourism (PRT)** uses the state-term Contract for Leasing Electronic Equipment (<http://cio.state.sc.us/itmo/contract/osp/PCLease/pcleaseindex.htm>) and learned that leasing creates a waste-reducing rotation of technology. PRT also has learned that:
 - newer hardware is faster and results in productivity gains;
 - the latest software packages are more compatible with newer operating systems found on the latest computers;
 - newer computers require less maintenance than older systems;
 - all employees using the same systems increase productivity;
 - peer support and training is easier because everyone is using the same technology;
 - capital asset tagging is unnecessary; and
 - there is no surplus computer equipment to be managed.
- **The Public Service Commission of South Carolina (Santee Cooper)** has found uses for its leftover ash – the combustion by-product that is left over after burning coal to generate electricity. Traditionally the ash was placed into ash ponds or landfills. Santee Cooper projects that 75 percent of the generated combustion products will be utilized. The ash can be used to make building materials like cement, quick-mix concrete and concrete blocks.

Buying Recycled

Buying recycled is purchasing a recycled content product made in whole or in part from material recovered from products that have been recycled. The Fiscal Year (FY) 2004 Reporting Form (pages 15-16) asks state agencies as well as colleges and universities to determine the following – of the total dollar amount of their purchases, what percent is for recycled content products?

Fifty-one state agencies and 22 colleges/universities and other educational institutions responded to the question. On average, state agencies reported that their buy recycled purchases were 8 percent of their total dollar amount of purchases. Colleges/universities and other educational institutions reported 10 percent of their total dollar amount of purchases were for recycled content products.

Many different groups and individuals within state agencies, colleges/universities and other educational institutions are responsible for making purchases. And since all purchases are not tracked by a centralized organization within state government, it is difficult to identify and track recycled content purchases.

The S.C. Budget and Control Board's Material Management Office (MMO), State Central Supply Office (SCSO), Chief Information Office (CIO) and the S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling are working together to make purchasing recycled content items easier. A choice of recycled content versus virgin products has been established on several statewide contracts. The following are just a few examples of recycled content products purchased during FY 2004.

- **PAPER** – The percentage of recycled content can vary but the performance does not.
 - ▶ The state contract for recycled content bond paper can be viewed on MMO's Web site. There is also a state contract for recycled content business cards that can be viewed on the CIO Web site.
 - ▶ SCSO offers recycled content office supplies such as steno pads, easel pads and bond paper with the state seal.
- **OFFICE FURNITURE** – There are furniture manufacturers that use recycled content steel in their products.

- **OFFICE SUPPLIES** – There are many office products including pencils, pens, pads, calendars, desk accessories, sticky notes, computer disks and folders made from recycled content materials. There is a state term contract that can be viewed on MMO's Web site.
- **TONER CARTRIDGES** – Many companies offer rebuilt or re-inked cartridges. The CIO has a state term contract for remanufactured toner cartridges that can be viewed on CIO's Web site.
- **CLOTHES, UNIFORMS OR BAGS** – Many companies offers clothing made from reclaimed cotton and/or plastic from soft drink bottles.
- **USED TIRES** – Old tires can be made into welcome mats, soaker hoses, paving for walking paths and rubberized asphalt roads. Rubber tire chips also are used as aggregate for road paving and septic system drain lines as well as mulch.
- **PLASTIC LUMBER** – Lumber made from post-consumer milk jugs, detergent bottles and other plastics can be used to make outdoor furniture such as picnic tables, benches, recycling and waste containers.
- **OTHER PAPER PRODUCTS** – Toilet tissue, hand towels, etc.

Other examples of recycled content products that can be purchased include carpeting made from post-consumer beverage containers as well as glass cullet as an aggregate and as a reflective material in road paints.

MMO periodically advertises in "S.C. Business Opportunities" to ask vendors for information on recycled content products.

Both statewide contracts (www.state.sc.us/mmo/contract/contract.htm) and recycled content specifications (www.state.sc.us/mmo/spo/recycle.htm) are available to agencies, other government entities and the public on the Web. CIO's Web site also contains a listing of state term contracts; see <http://cio.state.sc.us/itmo/itsclist.htm>.

Success Stories

The Asphalt Rubber Technology Service (ARTS) was created by DHEC, Clemson University and the City of Clemson to promote, design and test the use of recycled scrap tires in rubberized asphalt and other crumb rubber civil engineering applications. By the end of FY 2004, 5,400 tons of hot-mix rubberized asphalt containing about 8,500 scrap tires were used in various projects across the state. The following are just a few examples.

- A project by **Horry-Georgetown Technical College** involved resurfacing about 43,000 square yards of parking lot. This project used about 3,000 tons of rubberized asphalt containing about 3,800 scrap tires.
- The **S.C. Department of Transportation (SCDOT)** received grant approval to begin two paving projects in FY 2004. Both projects will utilize a special type of rubberized asphalt called a Surface Course and Stress Absorbing Membrane Interlayer (SAMI). This material uses crumb rubber from scrap tires. Both paving projects will involve the first SAMI treatment ever constructed in South Carolina.

Also in FY 2004, three other rubberized asphalt projects were completed in Dillon and Horry counties as well as the City of Clemson. To learn more about ARTS, visit www.ces.clemson.edu/arts.

The Recycle Guys Awards Program

For the past nine years, the S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office) has honored the top waste reduction and recycling programs, projects and people in South Carolina for outstanding achievement in a variety of categories.

One of the categories is the Outstanding State Agency Waste Reduction/Recycling Program Award. The criteria for this award includes the success of the program (e.g., recycling rate, participation rate, amount of material recycled, amount of waste reduced, prevented or composted materials collected, buy recycled efforts, customers served), innovative approaches as well as leadership and education efforts. Another consideration is whether the agency is helping any other state agencies. Rates and amounts must be submitted from the past fiscal year and applicants are encouraged to show growth trends.

Past award winners for this category include the S.C. Department of Corrections, the S.C. Department of Health and Human Resources, Greenville County Health Department, the S.C. Department of Alcohol and Other Drug Abuse Services, the S.C. Department of Education and the S.C. Department of Transportation.

Another category is Outstanding College or University Waste Reduction/Recycling Program Award. The criteria are the same as for the State Agencies.

Past award winners for this category include the University of South Carolina, Central Carolina Technical College, the Medical University of South Carolina, Winthrop University, Furman University, Clemson University, Trident Technical College and the University of South Carolina – Aiken.

The 10th annual Recycle Guys Awards Program is set for February 11, 2005.

Recommendations

The S.C. Department of Health and Environmental Control's (DHEC) Office of Solid Waste Reduction and Recycling (Office) offers the following recommendations to state agencies as well as colleges and universities: 1) improve waste reduction, recycling and buying recycled programs and practices; and 2) improve the collection and reporting of information through education.

Reporting

Every state agency, college and university is required to report and should report. Legislative Council of the General Assembly did not report in Fiscal Year 2004 and the S.C. Department of Disabilities and Special Needs and the S.C. Commission on Indigent Defense figures were not included due to tardiness.

In order to increase participation and improve the accuracy for reporting, the Office, following the S.C. Resource Conservation Challenge, will increase outreach and communication to improve their waste management practices.

Recycling

Most buildings and/or office spaces are not owned but are leased. Space for recycling and solid waste management is a detail that is often overlooked in real estate agreements. Each agency and General Services should have wording in the real estate agreements allowing for housekeeping services to include recycling.

State agencies, colleges and universities together with the S.C. Budget and Control Board's (SB&CB) State Building and Property Services and the Office

should work to ensure that wording in the real estate lease agreements includes:

- recycling collection (janitorial or office staff);
- storage of recovered materials until pick up (covered space and room for handling); and
- credit for waste reduction. (In many cases, building owners pay for disposing of waste. Recycling programs reduce the amount of waste generated and save the building owner disposal costs. Financial credit should be given on the lease to the leaser for these savings.)

Waste Reduction

The Office strongly recommends that each state agency, college and university develop, continue and expand education programs to increase awareness and to encourage waste reduction and cost-saving practices. The Office can provide technical assistance in this area.

Buying Recycled

State government needs to buy recycled. It's easy. All paper and paper products purchased on state contract could be recycled content including all paper products purchased from Central Supply. More recycled content and environmentally friendly contracts need to be offered. These contracts could ease the tracking of these products purchased. The Office will continue working with Materials Management Office, Chief Information Office and other areas in the SB&CB to improve and ease the buy recycled purchasing process and to better track those purchases.

Recycling by State Agencies

AGENCY	TOTAL/TONS	S.C. Forestry Commission	111
Education Oversight Committee	0 ^D	S.C. Higher Education Tuition Grants Commission	0
Governor's Office, OEPP	0 ^D	S.C. Human Affairs Commission	2
Legislative Council of the General Assembly	0 ^A	S.C. Institute of Archaeology & Anthropology	0 ^F
Legislative Printing, Information & Technology Systems	0 ^D	S.C. Jobs / Economic Development Authority	0 ^C
Office of the Adjutant General	167	S.C. Judicial Department	0 ^D
Office of the Lt. Governor	0 ^D	S.C. Law Enforcement Division	32
Office of the State Auditor	5	S.C. Legislative Audit Council	2
Old Exchange Building & Provost Dungeon	0	S.C. Office of Appellate Defense	0
Patriot's Point Development Authority	20	S.C. Public Service Authority	261,428
Public Service Commission of South Carolina	10	S.C. Sea Grant Consortium	0 ^C
S.C. Administrative Law Court	1	S.C. Second Injury Fund	0
S.C. Arts Commission	4	S.C. Senate	0 ^D
S.C. Attorney General	0 ^D	S.C. State Housing Finance & Development Authority	10
S.C. Commission for Higher Education	6	S.C. State Library	0
S.C. Commission for Minority Affairs	0 ^C	S.C. State Museum Commission	5
S.C. Commission for the Blind	0 ^D	S.C. State Ports Authority	260
S.C. Commission on Indigent Defense	0 ^B	S.C. State Treasurer's Office	0 ^D
S.C. Commission on Prosecution Coordination	0	S.C. Vocational Rehabilitation Department	25
S.C. Department of Agriculture	0 ^D	S.C. Workers Compensation Commission	6
S.C. Department of Alcohol & Other Drug Abuse Services	7	Secretary of State's Office	0 ^D
S.C. Department of Archives & History	0 ^D	State Accident Fund	6
S.C. Department of Commerce	0 ^E	State Board for Technical & Comprehensive Education	4
S.C. Department of Consumer Affairs	2	State Board of Financial Institutions	0
S.C. Department of Corrections	1,183	State Budget & Control Board	27 ^E
S.C. Department of Disabilities & Special Needs	0 ^B	State Election Commission	0 ^G
S.C. Department of Education	985	States Ethics Commission	1
S.C. Department of Health & Environmental Control	271	SCRAP METAL COLLECTED FROM ALL AGENCIES IN CORRECTIONS PROGRAM	724
S.C. Department of Health & Human Services	26	CAPITOL COMPLEX	183
S.C. Department of Insurance	5	SOUTH TRUST BUILDING	18
S.C. Department of Juvenile Justice	43		
S.C. Department of Labor, Licensing & Regulation	36		
S.C. Department of Mental Health	97		
S.C. Department of Natural Resources	2		
S.C. Department of Parks, Recreation & Tourism	4		
S.C. Department of Probation, Parole & Pardon Services	19		
S.C. Department of Public Safety	86		
S.C. Department of Motor Vehicles	92		
S.C. Department of Social Services	80		
S.C. Department of Transportation	1,602		
S.C. Department of Revenue	106		
S.C. Education Lottery	20		
S.C. Educational Television	9		
S.C. Employment Security Commission	85		
AGENCY	TOTAL/TONS	TOTAL	267,817

A No report was submitted.

B A report was submitted late – after data for this report was calculated.

C A report was submitted to reflect recycling activities but numbers were not provided.

D Several state agencies are located within the Capitol Complex. Their recyclables are collected and weighed together.

E Recyclables collected by the agency are included in the total for the South Trust Building.

F Recyclables collected by this agency are included in the total for the University of South Carolina.

G Recyclables collected by this agency are included in the total for the S.C. Department of Probation, Parole and Pardon Services.

NOTE: Totals for recyclables collected have been rounded to nearest ton.

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NOTE: Totals for recyclables collected have been rounded to nearest ton.

Recycling by State Colleges/Universities and Other Educational Institutions

COLLEGE/UNIVERSITY	TOTAL/TONS	COLLEGE/UNIVERSITY	TOTAL/TONS
Aiken Technical College	34	Northeastern Technical College	6
Central Carolina Technical College	12	Orangeburg-Calhoun Technical College	0 ^A
Charleston University	70	Piedmont Technical College	43
Clemson University	489	S.C. School for the Deaf & Blind	33
Coastal Carolina University	69	S.C. State University	141
Denmark Technical College	0 ^A	Spartanburg Technical College	0 ^A
Florence-Darlington Technical College	24	Technical College of the Low Country	19
Francis Marion University	55	The Citadel	207
Governor's School for Science & Mathematics	0	Tri-County Technical College	0 ^A
Greenville Technical College	125	Trident Technical College	115
Horry-Georgetown Technical College	0 ^A	University of South Carolina	3,464
John de la Howe School	0	Williamsburg Technical College	32
Lander University	34	Wil Lou Gray Opportunity School	3
Medical University of South Carolina & Medical University Hospital Authority	987	Winthrop University	97
Midlands Technical College	23	York Technical College	105
		TOTAL	6,187

A A report was submitted to reflect recycling activities but numbers were not provided.

NOTE: Totals for recyclables collected have been rounded to nearest ton.

Fiscal Year 2004 Reporting Form

State Agencies/Colleges and Universities Waste Reduction, Recycling and Buying Recycled Reporting Form FY 2004 (July 1, 2003 – June 30, 2004)

The completion of this form is required by law. It must be submitted to the S.C. Department of Health and Environmental Control by September 15, 2004.

1. GENERAL INFORMATION – Please provide the following information for your agency or school.

REPORTING ENTITY INFORMATION

Agency or School Name:
Address:
Number of Buildings Agency or School Occupied:
Number of Buildings Included in this Report:

CONTACT INFORMATION

Name:
E-mail Address:
Phone Number: Fax Number:

2. RECYCLING EFFORTS – Please mark the materials collected and provide the amount recycled by your agency or school. If you check "Other," please identify the material.

PAPER PRODUCTS	Tonnage	AUTO-RELATED PRODUCTS	Tonnage
<input type="checkbox"/> White Office Paper		<input type="checkbox"/> Used Oil	
<input type="checkbox"/> Mixed Paper (1)		<input type="checkbox"/> Used Oil Filters	
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Antifreeze	
<input type="checkbox"/> Magazines		<input type="checkbox"/> Tires	
<input type="checkbox"/> Books		<input type="checkbox"/> Lead-acid Batteries	
<input type="checkbox"/> Cardboard		<input type="checkbox"/> Other:	
<input type="checkbox"/> Paperboard (2)		<input type="checkbox"/> Other:	
<input type="checkbox"/> Phone Books		ELECTRONICS	Tonnage
<input type="checkbox"/> Mail		<input type="checkbox"/> Electronic Equipment (5)	
<input type="checkbox"/> Other:		MISCELLANEOUS	Tonnage
<input type="checkbox"/> Other:		<input type="checkbox"/> Rechargeable Batteries (6)	
METALS	Tonnage	<input type="checkbox"/> Fluorescent Lamps (7)	
<input type="checkbox"/> Aluminum Cans		<input type="checkbox"/> Toner Cartridges	
<input type="checkbox"/> Steel Cans		<input type="checkbox"/> Printer Cartridges	
<input type="checkbox"/> Scrap Metal (3)		<input type="checkbox"/> VHS/Beta Tapes	
<input type="checkbox"/> Other:		<input type="checkbox"/> CDs/DVDs	
<input type="checkbox"/> Other:		<input type="checkbox"/> Floppy Disks	
PLASTIC	Tonnage	<input type="checkbox"/> Other:	
<input type="checkbox"/> Plastic Bottles (4)		<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
GLASS	Tonnage	<input type="checkbox"/> Other:	
<input type="checkbox"/> Glass Bottles and Jars			
<input type="checkbox"/> Other:			
<input type="checkbox"/> Other:			

If you have any questions, please call
(800) 768-7348.

Please continue to Section 3.

3. **WASTE REDUCTION EFFORTS** – Please mark the waste reduction efforts practiced by your agency or school. If you check "Other," please identify the activity.

PAPER REDUCTION

- ☐ Making two-sided copies
- ☐ Using E-mail for routine communications
- ☐ Using fax labels (not cover sheets)
- ☐ Using the back of scrap paper
- ☐ Circulating publications
- ☐ Placing information on Internet/Intranet
- ☐ Other:
- ☐ Other:

LEASING EQUIPMENT

- ☐ Leasing electronic equipment
- ☐ Other:
- ☐ Other:

ORGANICS

- ☐ Mulching (8)
- ☐ Composting (9)
- ☐ Other:
- ☐ Other:

SHIPPING/RECEIVING

- ☐ Requesting reduced packaging
- ☐ Reusing packing peanuts
- ☐ Reusing boxes
- ☐ Reusing pallets
- ☐ Other:
- ☐ Other:

REUSE

- ☐ Reusing office supplies
- ☐ Reusing mugs, plates, silverware, etc.
- ☐ Other:
- ☐ Other:

OTHER EFFORTS

- ☐ Other:
- ☐ Other:
- ☐ Other:
- ☐ Other:
- ☐ Other:

4. **BUY RECYCLED EFFORTS** – Please provide the percentage of recycled content purchases compared to total dollar amount of purchases and mark the recycled content products purchased by your agency or school. If you check "Other," please identify the products.

RECYCLED CONTENT PURCHASES

Percent of recycled content purchases compared to total dollar amount of purchases: %

RECYCLED CONTENT PRODUCTS

- | | |
|---|--|
| <input type="checkbox"/> Copy Paper | <input type="checkbox"/> Clothes or Uniforms |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Re-refined Motor Oil |
| <input type="checkbox"/> Other Paper Products | <input type="checkbox"/> Re-refined Antifreeze |
| <input type="checkbox"/> Pens and Pencils | <input type="checkbox"/> Plastic Lumber |
| <input type="checkbox"/> Toner Cartridges | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Printer Cartridges | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Office Furniture | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Floppy Disks | <input type="checkbox"/> Other: |

5. **REPORT CONTACT** – Please provide the following information.

REPORT CONTACT

Signature of Person Completing Report:
Date Completed:

Mail completed form by September 15, 2004 to:

S.C. DHEC
Office of Solid Waste Reduction and Recycling
2600 Bull Street
Columbia, SC 29201

These reporting forms were distributed to state agencies, colleges and universities to collect waste reduction, recycling and buying recycled information for Fiscal Year (FY) 2004. More specific categories and commodities were added to this year's forms to help recycling coordinators report data more accurately. For an electronic copy of the FY 2004 form, e-mail bergstrpp@dhec.sc.gov.